



2010 JOLI Program Application Toolkit

This Application Toolkit provides detailed guidance, instructions, forms, and other useful resources for organizations preparing their Job Opportunities for Low-Income Individuals (JOLI) applications. Please note that the requirements in the Funding Opportunity Announcement (FOA) change each year and you should refer to the most recent FOA for the current year's specific requirements. We do not certify that all required documents are included in this Application Toolkit. Please review the Funding Opportunity Announcement carefully and follow all instructions in that document.

The 2010 JOLI Funding Opportunity Announcement and application forms are also available in electronic format at the [Office of Community Services \(OCS\) website](http://www.acf.hhs.gov/programs/ocs/joli). To access those forms, go to www.acf.hhs.gov/programs/ocs/joli and follow the links for prospective grantees.

If you have additional questions, please contact OCSRegistrar@icfi.com.

Table of Contents

HOW TO APPLY	2
BACKGROUND INFORMATION ON THE PROGRAM AND KEY RESOURCES	3
Pre-Application Conference Call	3
Forms	3
APPLICATION REVIEW INFORMATION	4
JOB OPPORTUNITIES FOR LOW-INCOME INDIVIDUALS PROGRAM SUMMARY	5
Participating Organizations	5
Project Activities	5
Which Individuals are Served?	6
Size of Project Grants	6
For More Information	6
OCS DCDP GRANTEE AND PROSPECTIVE GRANTEE WEBSITE.....	7
JOLI TRAINING AND TECHNICAL ASSISTANCE	7
REPORTING REQUIREMENTS	8
JOB OPPORTUNITIES FOR LOW-INCOME INDIVIDUALS (JOLI) CALL FOR APPLICATIONS.....	9
APPLICATION INSTRUCTIONS.....	10
REGISTERING, ACCESSING, AND SUBMITTING A COMPLETE APPLICATION WITH GRANTS.GOV	14
Step 1: Install Adobe Reader	15
Step 2: Register with Grants.gov	15
Step 3: Access and Save Application Materials	17
Step 4: Create and Save the JOLI Grant Application Package	17
Step 5: Complete the JOLI Grant Application Package File	18
Step 6: Submit Final JOLI Application Package.....	18



How to Apply

Apply Online	Apply by Mail or Hand-Delivery
<ul style="list-style-type: none">• Website: http://www.Grants.gov• Department of Health and Human Services• Agency: Administration for Children and Families• Opportunity Title: Job Opportunities for Low-Income Individuals• CDFA Number: 93.593• Funding Opportunity Number:• HHS-2010-ACF-OCS-EO-0023	<p>Submit one original and two complete copies to:</p> <p>Katrina Morgan Administration for Children and Families Office of Community Services Operations Center 1515 Wilson Blvd., Suite 100 Arlington, VA 22209</p>



Background Information on the Program and Key Resources

General information on the JOLI program is provided in the Program Summary section of this document, and more detailed information can be found at the following locations:

JOLI Fact Sheet

- Go to JOLI website at <http://www.acf.hhs.gov/programs/ocs/joli>
- Click on “Fact Sheet,” under the “About JOLI” heading

Information on Eligible Applicants

- Go to JOLI website at <http://www.acf.hhs.gov/programs/ocs/joli>
- Click on “Eligible Applicants,” under the “For Prospective Grantees” heading

Project Requirements and Funding Restrictions

- Go to JOLI website at <http://www.acf.hhs.gov/programs/ocs/joli>
- Click on “Project Requirements,” under the “For Prospective Grantees” heading

Pre-Application Conference Call

An informational conference call will be held **May 27, 2010 at 1 p.m., EDT**. Interested applicants should register for the call at: OCSRegistrar@icfi.com. Following this date, the presentation will be available online until June 23, 2010.

Forms

The following form are available for download at the [Administration for Children and Families \(ACF\) website](http://www.acf.hhs.gov/grants/grants_resources.html) (http://www.acf.hhs.gov/grants/grants_resources.html) and www.Grants.gov.

They can also be downloaded by clicking the links below.

- SF-424 Application for Federal Assistance - http://www.acf.hhs.gov/programs/ofs/grants/sf424v2_508.pdf
- SF-424A Budget Information - non-construction programs - <http://www.acf.hhs.gov/programs/ofs/grants/sf424a.pdf>
- SF-424B Assurances for non-construction programs - <http://www.acf.hhs.gov/programs/ofs/grants/sf424b.pdf>
- Certification Regarding Lobbying - <http://www.acf.hhs.gov/programs/ofs/grants/lobby.htm>
- SF-LLL - Disclosure of Lobbying Activities, if applicable - <http://www.acf.hhs.gov/programs/ofs/grants/sflllin.pdf>
- Survey on Ensuring Equal Opportunity for Applicants (voluntary) - http://www.acf.hhs.gov/grants/pdf/surveyeonensuringequalopp_508.pdf
- SF-P/PSL – Project/Performance Site Location - <http://www.acf.hhs.gov/programs/ofs/grants/sfppl.pdf>



Application Review Information

The following websites and resources provide information on how applications will be reviewed and evaluated. Please note the requirements in the FOA change from year to year and materials from previous years may not reflect changes in this year's FOA. However, this information should give prospective grantees some insight into how JOLI applications have been reviewed in the past.

- **Presentation: 2009 JOLI Grant Reviewer Training**
 - Go to the OCS DCDP Grantee and Prospective Grantee Website at <http://ocs-dcdregistration.com>
 - Click on "Resource Page" in the blue navigation bar near the top of the screen
 - Click on "Prospective Grantee Information and Tools"
 - Scroll down to "JOLI Application Review Tools" and click on "2009 JOLI Grant Reviewer Training"
- **2009 JOLI Reviewer Guidelines**
 - Go to the OCS DCDP Grantee and Prospective Grantee Website at <http://ocs-dcdregistration.com>
 - Click on "Resource Page" in the blue navigation bar near the top of the screen
 - Click on "Prospective Grantee Information and Tools"
 - Scroll down to "JOLI Application Review Tools" and click on "2009 JOLI Reviewer Guidelines"
- **2009 JOLI Financial Analysis Guide**
 - Go to the OCS DCDP Grantee and Prospective Grantee Website at <http://ocs-dcdregistration.com>
 - Click on "Resource Page" in the blue navigation bar near the top of the screen
 - Click on "Prospective Grantee Information and Tools"
 - Scroll down to "JOLI Application Review Tools" and click on "2009 JOLI Financial Analysis Guide"
- **2009 JOLI Financial Analysis Worksheets**
 - Go to the OCS DCDP Grantee and Prospective Grantee Website at <http://ocs-dcdregistration.com>
 - Click on "Resource Page" in the blue navigation bar near the top of the screen
 - Click on "Prospective Grantee Information and Tools"
 - Scroll down to "JOLI Application Review Tools" and click on "2009 JOLI Financial Analysis Worksheets"



Job Opportunities for Low-Income Individuals Program Summary

The Job Opportunities for Low-Income Individuals (JOLI) Program provides grants to 501(c)(3) and 501(c)(4) nonprofits to create new jobs and business opportunities to be filled by low-income individuals, which will ultimately help move individuals towards economic self-sufficiency. Grantees may use the JOLI funding to provide technical and/or financial assistance to private employers in the community in order to create sustainable new jobs and business opportunities for low-income individuals. Beneficiaries are recipients of Temporary Assistance for Needy Families (TANF) and other low-income individuals whose income level does not exceed 100 percent of the Federal poverty level (<http://aspe.hhs.gov/poverty>).

Participating Organizations

JOLI is administered by the Division of Community Discretionary Programs (DCDP) of the Office of Community Services (OCS), within the U.S. Department of Health and Human Services (HHS). OCS offers 36-month project grants to nonprofit organizations with 501(c)(3) and 501(c)(4) status, including faith-based and community organizations that meet these criteria and excluding institutions of higher education.

Project Activities

The JOLI program supports business development and expansion opportunities, including microenterprise and self-employment opportunities, in an effort to help TANF recipients and other low-income individuals achieve economic self-sufficiency. Grantees may provide technical and financial assistance to private employers in low-income communities in order to create sustainable employment and business opportunities. Funded projects must focus on one of three program strategies to create new jobs:

- **New Business Ventures** involve developing a new business that will train and employ TANF recipients or other low-income individuals to work within that business.
- **Business Expansion** involves providing technical and financial assistance to businesses already in existence. The assistance should allow the businesses to expand, for example by helping them obtain better marketing services, contracts, or access to funds needed to help the business grow.
- **Self-employment/Microenterprise projects** involve creating self-employment/micro-enterprise opportunities for eligible participants in industries that are expected to thrive in the target area, and will help participants become economically self-sufficient. Self-employment involves the creation of a sustainable business that is designed to employ a single individual such as home-based day care, graphic design, medical billings, sewing services, or secretarial services. Micro-enterprise involve the creation of a sustainable business that is designed to hire one to five individuals, such as a cleaning business that will create more than one job. Under this strategy, OCS does not consider a position to be created until it is a full-time, full-year position at locally determined minimum wage, which exists for a minimum of 12 months.



Direct financial assistance may be provided to beneficiaries by creating a revolving loan fund for the provision of business loans to self-employed /micro-enterprise business owners; and providing direct cash assistance for costs such as start up assistance, computers, supply costs, salaries, and training stipends.

In addition to a well-planned and viable strategy for business creation or expansion, applicants must have in place: (1) needed management, staff and other resources, (2) written commitments from third-party partners, (3) evidence of site control, and (4) referral sources to identify low-income individuals to fill the positions.

Which Individuals are Served?

JOLI seeks to assist low-income individuals in areas with unemployment and poverty rates at or above the state or national levels. To that end, the program gives priority to projects serving areas with the highest percentage of individuals receiving TANF assistance. Individuals served by JOLI are:

- TANF recipients; or
- At or below 100 percent of the Federal poverty level.

Size of Project Grants

This year, approximately six to eight grants will be awarded, with a maximum grant size of \$317,857. There is no match requirement.

For More Information

Job Opportunities for Low-Income Individuals Program

U.S. Department of Health and Human Services

Administration for Children and Families

Office of Community Services

370 L'Enfant Promenade, S.W.

5th Floor East

Washington, DC 20447

Phone: 202-401-5663

Email: joli@acf.hhs.gov

Website: <http://www.acf.hhs.gov/programs/ocs/joli>



OCS DCDP Grantee and Prospective Grantee Website

The [OCS DCDP Grantee and Prospective Grantee Website](http://ocs-dcdpregistration.com) provides resources from past grantee conferences, background information on DCDP programs, registration information for upcoming conference calls, and recordings, transcripts and slides from past conference calls.

- OCS DCDP Grantee and Prospective Grantee Website
<http://ocs-dcdpregistration.com>
 - For [all resources](#), click on “Resource Page” in the blue navigation bar near the top of the screen
 - For the [prospective grantee information and tools section](#), click on “Resource Page” in the blue navigation bar near the top of the screen and then click on “Prospective Grantee Information and Tools”
 - For the [general information resource section](#), click on “Resource Page” in the blue navigation bar near the top of the screen and then click on “General Information”
 - For the [upcoming conference calls and conference call archive section](#), click on “Conference Calls” in the blue navigation bar near the top of the screen

JOLI Training and Technical Assistance

DCDP provides grantees with an array of training and technical assistance opportunities.

- **Annual Grantee Conference** – This three-day event in Washington, D.C., is required for all JOLI grantees in the first year of their funding cycle. It provides grantees with guidance on carrying out their grant projects, information about other projects, opportunities to network with other grantees, and more. It also provides grantees with an opportunity to meet with their DCDP Program Specialist and a specialized technical assistance provider to discuss grant topics of their choosing.
- **Conference Calls** – These calls provide grantees and prospective grantees with information ranging from application procedures to closeout procedures.
- **Customized Phone or On-Site Technical Assistance** – DCDP provides grantees with opportunities to receive customized assistance for their projects. Areas might involve Federal reversionary interest, evaluation and performance measurement, reporting, and more.



Reporting Requirements

JOLI grantees are required to submit semi-annual reports (PPR) and an annual questionnaire.

- **Performance Progress Report (PPR)** – Use of the new standard PPR form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009.
 - Go to the ACF grants resources website at http://www.acf.hhs.gov/grants/grants_resources.html
 - Scroll down to “Reporting” and click to download the PDF file called ACF-OGM SF-PPR
- **JOLI Questionnaire** – Grantees are asked to complete an annual questionnaire, which will be made available to grantees in electronic format. An Excel version of the questionnaire may be found on the JOLI website.
 - Go to the OCS JOLI program website at <http://www.acf.hhs.gov/programs/ocs/joli>
 - Click on “JOLI Questionnaire,” which is under the “For Current Grantees” heading



Job Opportunities for Low-Income Individuals (JOLI) Call for Applications

Accepting Applications Now!

The JOLI program provides 36-month grants to nonprofit organizations, including faith-based organizations and excluding higher education institutions, to create jobs for low-income individuals. The program is administered by DCDP, within OCS, within HHS.

Application Due Date

Applications for the Fiscal Year 2010 funding cycle are due **June 23, 2010**. Applications must be received at OCS no later than 4:30 p.m. EDT on the deadline date.

Award Amount

The maximum award is \$317,857 for a 36-month project.



Application Instructions

This application packet is designed to provide an overview of the planning and implementation of a JOLI project. If you are ready to move forward, you may refer to the checklist below, which details what to include in a JOLI application. Please note that this is a general guide. Be sure you refer to the most recent Funding Opportunity Announcement for detailed application requirements, as they may change from year to year.

The application is limited to **150 pages**, including the project narrative, as well as supporting materials that may be included in appendices such as forms, resumes, letters of support, and other supporting documentation. Pages exceeding the page limit will be removed from the application before the application is sent to the review panel. All pages, including appendices, must be numbered.

The closing date for 2010 JOLI applications is **June 23, 2010**.

- ☐ **Letter of Intent.** This should be submitted 30 days following the publication date of the Funding Opportunity Announcement. While applicants are strongly encouraged to submit a letter of intent in order to help OCS determine the number of expert reviewers needed to evaluate applications, submission is optional. Failure to submit a letter of intent will not disqualify an application from review.
- ☐ **Project Summary/Abstract.** Your summary should not exceed one page, single-spaced, in length. It should provide a clear description of the project and should not reference other parts of the application. It must include a description of proposed services and the population group to be served.
- ☐ **Table of Contents.** You must include a table of contents correctly identifying page numbers for each of the evaluation criteria and appendices.
- ☐ **Objectives and Need for Assistance.** This should clearly identify the problem (e.g., social, financial, institutional) requiring a solution, and demonstrate the nature and scope of that problem. Also include supporting documentation, such as support from concerned interests other than the applicant. Demographic data and participant information should be incorporated where relevant.
- ☐ **Approach.** This section should outline an action plan describing the scope and detail of the work. It should deal with all functions and activities described in other parts of the application. It should also address any factors that might accelerate or slow project activities. This is a good place to describe any unique features of the project design.
- ☐ **Approach – Project Implementation.** This section will discuss which of the three allowable program strategies will be used – new business ventures, business expansion, or self-employment/micro-enterprise projects. Each strategy has slightly different requirements, which are detailed in Part II of the Funding Opportunity Announcement.



- ❑ **Approach – Financial Viability.** This section should explain how the project will ensure it has adequate financial resources. If there are no plans to partner with another entity, you should explain how each part of the project can be accomplished through the exclusive use of JOLI funds and applicant resources. If you plan to partner with another entity, you should discuss the agreement in this section. Project partner requirements should be formalized through written and signed agreement between the grantee and project partner. These agreements are referred to as Project Partner Agreements and Third-Party Agreements in the 2010 Funding Opportunity Announcement. Applicants should carefully review all criteria in the Funding Opportunity Announcement relating to Project Partner Agreements and Third-Party Agreements to ensure full compliance.
- ❑ **Approach – Financial Strategies.** This section must demonstrate how the project will create jobs at a JOLI cost per job that does not exceed \$20,000. It is helpful to provide details about both JOLI and non-JOLI funding sources and itemize expenses by funding source.
- ❑ **Evaluation.** This section should provide a narrative about how project conduct and results will be evaluated, including criteria and methodology.
- ❑ **Geography.** This section describes the precise location of the project, including boundaries of the area to be served. You might also want to include maps or graphic aids.
- ❑ **Budget and Budget Justification.** Provide a line-item budget with detailed calculations for each budget object class identified on the Budget Information form (SF-424A). The detailed calculations should include estimation methods, quantities, and unit costs. Also provide a narrative budget justification for the first year of the proposed project. This should describe how categorical costs are derived.
- ❑ **Third-Party Agreements.** Provide signed agreements between grantees and other cooperating entities, including subgrantees and subcontractors. These agreements must detail the scope of work, work schedules, remuneration, and other terms and conditions.
- ❑ **Project Sustainability Plan.** This plan should detail how the proposed project approach will lead to project self-sufficiency once the grant period has ended. This is a good place to include information on leveraging plans.
- ❑ **Organizational Capacity.** This section will include organizational charts, as well as a biographical sketch or resume for each of the project's key personnel. Individual resumes should not exceed two pages.
- ❑ **Logic Model.** This one-page diagram should present the conceptual framework for the proposed project and explain links among program elements. Full instructions and a sample logic model is available on the [OCS DCDP Grantee and Prospective Grantee Website](http://ocs-dcdpregistration.com):
 - ➔ Go to the OCS DCDP Grantee and Prospective Grantee Website at <http://ocs-dcdpregistration.com>
 - ➔ Click on "Resource Page" in the blue navigation bar near the top of the screen
 - ➔ Click on "Prospective Grantee Information and Tools"



→ Scroll down to “Application Tools” and click on “Logic Model Instruction Guide” for the guidance document, and “Sample JOLI Logic Model” for an example

- ☐ **Personnel.** This should include salary and wage information for each staff member, including time commitment to the project in months, time commitment to the project as a percentage or full-time equivalent, annual salary, grant salary, wage rates, etc.
- ☐ **Standard Form 424: Application for Federal Assistance.** Make sure the chairperson or executive director of the submitting organization signs this. You can find this two-page form at <http://www.acf.hhs.gov/programs/ofs/forms.htm>. See Appendix N for a sample of this form.
- ☐ **Standard Form P/PSL: Project/Performance Site Location(s).** ACF is implementing use of the SF-P/PSL for applications submitted for funding in Fiscal Year 2010. You can find this four-page form at <http://www.acf.hhs.gov/programs/ofs/grants/sf424a.pdf>.
- ☐ **Standard Form 424A: Budget Information - Non-Construction Programs.** You can find this four-page form at <http://www.acf.hhs.gov/programs/ofs/forms.htm>.
- ☐ **Budget and Budget Justification.** This should include not only a comprehensive budget for the 36 months of the project, but also a narrative detailing the source of these estimates and the sources of income and other resources dedicated to cover these costs.
- ☐ **Standard Form 424B: Assurances - Non-Construction Programs.** You can find this two-page form at <http://www.acf.hhs.gov/programs/ofs/forms.htm>.
- ☐ **Certification Regarding Lobbying - Certification for Contracts, Grants, Loans, and Cooperative Agreements.** You can find this form, roughly a page long, at <http://www.acf.hhs.gov/programs/ofs/grants/lobby.htm>.
- ☐ **Standard Form LLL - Disclosure of Lobbying Activities.** You can find this two-page form at <http://www.acf.hhs.gov/programs/ofs/forms.htm>. Note that if your organization does not engage in lobbying activities of any kind, you do not need to complete and submit this form.
- ☐ **Proof of Nonprofit Status.** The applying organization must include a copy of its 501(c)3 or 501(c)4 status. This may be in the form of the IRS letter granting certification. It may also be in the form of downloaded documentation from the cumulative list of organizations eligible to receive tax deductions found on the IRS webpage at <http://www.irs.gov/charities/>.

Private, nonprofit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms," "Survey for Private, Non-Profit Grant Applicants," titled, "Survey on Ensuring Equal Opportunity for Applicants," at <http://www.acf.hhs.gov/programs/ofs/forms.htm>.
- ☐ **Equal Opportunity Survey.** You are encouraged to submit this voluntary two-page form, available at http://www.acf.hhs.gov/grants/pdf/surveyeonensuringequalopp_508.pdf.



Applying Online

Grants.gov allows applicants to apply for Federal grants opportunities electronically. If you are applying through Grants.gov, the content of your application will be identical to what you would have submitted via mail. However, the process is slightly different. Applying this way is not as simple as sending an email with your application attached. Please make sure you carefully read the instructions on the website and go through the steps listed under "Prepare to Apply for Grants through Grants.gov." Do this well ahead of the application due date. For more information, go to <http://www.Grants.gov>.

Please note that the registration process for Grants.gov can take up to five days, so all applicants are strongly encouraged to review this information well in advance of the application deadline. If you encounter trouble submitting an application, you will have to submit a ticket directly to the Grants.gov help desk.

Electronically submitted applications will be considered late and disqualified if the date/time stamp is after 4:30 p.m. EDT, June 23, 2010.

Applying In Person or By Mail

Applicants may also submit hard copy applications by walking them in, via mail, or through delivery or courier service. Either way, applicants submitting hard copy applications must submit one original and two complete copies to the following address:

Katrina Morgan
Administration for Children and Families
Office of Community Services Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209

Hand-delivered applications may be submitted between the hours of 8 a.m. and 4:30 p.m. EDT, Monday through Friday (excluding Federal holidays).

Remember, regardless of how you are applying, all applications must be received by 4:30 p.m. June 23, 2010. Applications delivered after 4:30 p.m. EDT on June 23, 2010 by delivery, courier, or mail service will be considered late and will be disqualified.

Questions?

Thank you for your interest in the Job Opportunities for Low-Income Individuals program. If you have additional questions about applying for JOLI funding or have comments about this Application Toolkit, please contact us before June 23, 2010 at: (800) 281-9519 or OCSRegistrar@icfi.com.



Registering, Accessing, and Submitting a Complete Application with Grants.gov

In compliance with Federal regulations, OCS encourages applicants to submit the FY 2010 application using the www.Grants.gov portal, the official website for Federal grant information and applications. Those who have used this method before may notice Grants.gov has undergone some website enhancements, which are covered in this guidance. For those who are new to the process, the following instructions provide the basic steps for registering on Grants.gov, accessing the “Application Package,” and submitting the electronic components of the package via Grants.gov.

Applicants should read the 2010 JOLI Funding Opportunity Announcement and Application instructions for detailed information on the funding round. The “Application Components and Submission Procedures” Attachment on page 15 lists the required components and how they should be delivered.

The registration process alone can take several days to complete! Please start your registration early, submit your application early, and verify the submission is received.

Call the Grants.gov support staff if you have any questions about the process or are confused along the way. The Grants.gov help desk can be reached at 1-800-518-4726 or via email at msupport@grants.gov. The Grants.gov Contact Center hours of operation are Monday through Friday, 7 a.m. to 9 p.m., CT.



Step 1: Install Adobe Reader

In order to register on Grants.gov or access, complete, and submit applications, you must have Adobe Reader installed. If you have downloaded the software in the past you may want to do it again to make sure you have the latest version. For a list of compatible versions and for other information on software that will help you navigate Grants.gov, go to the [software download page](#):

- Go to www.Grants.gov
- Scroll to the bottom of the screen and click on “Verify if your Adobe Reader version is compatible with Grants.gov”
- Click on “download software page”

Step 2: Register with Grants.gov

If you are a first-time user, you can refer to the applicant user guide (<http://grants.gov/assets/ApplicantUserGuide.pdf>) on Grants.gov or use these four steps to begin the registration process:

Step A - Obtain a Dunn & Bradstreet Universal Number (DUNS)

All institutions applying for Federal grants are required to provide a DUNS number. The Federal government has adopted use of DUNS numbers to keep track of how federal grant money is disbursed. If your institution does not have a DUNS number, call the special Dunn & Bradstreet hotline at 1-866-705-5711 or apply on their website at: <https://eupdate.dnb.com/requestoptions.html> to receive one free of charge. You will receive a DUNS number the same day.

Tip: Record and protect your DUNS number yet have it available for quick reference.

Step B - Register your organization with the Central Contractor Registry (CCR)

The CCR is the primary vendor database for the U.S. Federal Government. The CCR collects, validates, stores, and disseminates data in support of agency acquisition missions. The Federal government uses the CCR as a centralized registry for all contractors and grant applicants. CCR registration is also an element of the electronic signature process. A handbook describing CCR and the registration process can be found at the following link: www.ccr.gov/handbook.asp.

Online registration with CCR will take about 30 minutes to complete, and can be accessed at <http://www.ccr.gov> or by phone at 1-888-227-2423.

Your registration should become active with CCR within 3-5 business days, although it is recommended that you start early to allow time for correcting any registration errors.



When your organization registers with CCR, you must designate:

- **A CCR Point of Contact (CCR POC).** This individual is responsible for maintaining the accuracy and timeliness of the information in CCR's registry. Upon successful registration, the CCR POC will receive a T-PIN (Trading Partner Identification Number) that will enable him or her to update your organization's CCR information as necessary.
- **An EBiz Point of Contact (Ebiz POC).** This individual will have sole authority to designate the staff member(s) who can submit grant applications on your organization's behalf through Grants.gov. The same individual may serve as both the CCR POC and as the EBiz POC. During registration, you will also be asked to designate a special password called a Marketing Partner ID or "M-PIN." This password will be used in Step D below.

Tip: Record and protect your T-PIN and M-PIN. Also, keep track of the staff designated as Points of Contact.

Step C - Register with Grants.gov's Credential Provider: Operational Research Consultants (ORC)

Each person who will be submitting applications on behalf of your organization must first register with Grants.gov's credential provider: Operational Research Consultants (ORC). They must also be designated and registered as Authorized Organization Representatives (AORs) (<http://www.grants.gov/section678/AORRegCheck.pdf> – check list for registering as an AOR). Before starting on this step, your CCR registration (Step B, above) must be active. Grants.gov recommends that you wait one business day between registering with CCR and registering with Grants.gov's credential provider. However, AORs will receive usernames and passwords the same day they submit their information.

To register, each AOR must apply for a User ID and password from the credential provider, ORC, at <https://apply.grants.gov/OrcRegister>. AORs will need to know the organization's DUNS number in order to complete the process.

*Tip: We recommend that each AOR print out the ORC eAuthentication Account Confirmation and keep it for his/her records. Additionally, the organization should maintain a Grants.gov file identifying all AORs and other points of contacts provided during the registration process. These contacts must be updated as staff changes occur. Once the AOR is registered with ORC, the AOR will receive an ID and password to use when submitting application packages via Grants.gov. Anyone can find, download, and complete applications. **However, only AORs can submit applications.***



Step D - Register with Grants.gov

The organization's AOR(s) must register with Grants.gov at:

http://www.grants.gov/applicants/organization_registration.jsp

Registration creates an account on Grants.gov that enables your organization to name and confirm authorization for one or more AORs and then allows the AOR(s) to submit applications on your organization's behalf. Registration approval depends on the time it takes your Ebiz POC to log on and approve the AOR, but approval can occur the same day. The system will not accept an application submission until the AOR registration has been approved.

Step 3: Access and Save Application Materials

To start completing the JOLI application, you need to access the application package and save it to your computer:

- 1) Go to <http://www.Grants.gov> and select Apply for Grants, under the For Applicants tab along the left-hand panel.
- 2) Select the link next to "Step 1: Download a Grant Application Package"
- 3) You have the option of entering the CDFA number or Funding Opportunity Number to find the JOLI application package. You must complete at least one of these fields.
 - **CDFA Number: 93.593**
 - **Funding Opportunity Number: HHS-2010-ACF-OCS-EO-0023**
- 4) Click "download" in the Instruction & Application field in the search results. This page will allow you to download an application package and application instructions. This includes the SF-424 and templates for all application materials.
- 5) Click "Download Application Instructions" to download application materials.
- 6) Click "Download Application Package."

Step 4: Create and Save the JOLI Grant Application Package

Save the Grant Application Package to your computer by clicking Save on the top of the screen. When you do this, you will be creating a file to return to later, so you should save it in a location where you will be able to find it later.

The application package must be completed entirely offline. You will need to log into Grants.gov during the submission process. You can save your work at any time by clicking the Save button at the top of your screen. The Save & Submit button will not be functional until all required forms are complete and attached.

Do not click the Save & Submit button until you are ready to submit the complete application package for review.



Step 5: Complete the JOLI Grant Application Package File

- 1) Open the saved Grant Application Package.
- 2) Enter a filename in the yellow “Application Filing Name” field. Click Save at the top of the screen.
- 3) Use the “Move Form to Complete” box to move all necessary forms to the right side of the screen, labeled Mandatory Documents for Submission.
- 4) Click on the “Open Form” box to individually open each form. Click “Close Form” to complete each entry. Click “Save” at the top of the screen to save the Grant Application Package.
- 5) Print each of the forms and send the hard copy as the cover sheet.
- 6) Verify that all data is correct and all necessary forms and files are included. Verify by selecting “Attachments,” then clicking on “Open Form.”

Step 6: Submit Final JOLI Application Package

- From the **Grants Application Package** page, click on **Check Package for Errors** at the top of the page. Make changes as necessary based on each error found in the package. When you are sure you have corrected all errors and have all required documents into the **Mandatory Documents Completed for Submission** box – then you are ready to submit your Application Package.
- By clicking **Save & Submit**, you are sending the SF-424 forms plus the required attachments to OCS as your final submission.

NOTE: You will not have an opportunity to provide missing attachments. It is critical that you ensure all required documents are attached before clicking **Save & Submit**.

- After pressing the **Save & Submit** button, the AOR will be prompted to supply the valid User ID and Password and select **Login** in order for the submission process to be completed. If you are not authorized to submit, or your organization is not fully registered with Grants.gov, you will receive an error message. Only Authorized Organization Representatives (AORs) are able to submit applications on Grants.gov.
- Select **Sign and Submit Application** once you read and agree to the terms.

Congratulations! You have submitted your application!